

# **Downtown Providence District Management Authority**

## **Board of Directors meeting minutes**

**Thursday, May 20, 2010 8:30 a.m.**

### **1. Roll Call**

**Director Gagliardi called the meeting to order at 8:35 a.m.**

**Directors present: Bert Crenca, Joseph DiBattista, Wendy Doyle-Spatcher, Robert Gagliardi, Evan Granoff, Susan LaPidus, Richard Lappin, John MacIver and Christopher Placco.**

**Ex-Officio Members present: Diana Burdett, Alan Chille and Alix Ogden**

**Others present: Dan Baudouin, Executive Director of the Providence Foundation; Joelle Kanter, Program Director of the Providence Foundation; Steve Gibson, President of Urban Place Consulting; Frank LaTorre, DID Director of Public Space; Rosemarie Durette, DID Accounting Manager/Office Administrator**

### **2. City of Providence Update**

**Alix Ogden was present to update the Board.**

**The summer programming is lined up for Greater Kennedy Plaza. This year's program is in part based on what was learned from last year. Also, the Greater Kennedy Plaza Working Group has been working on a new design for the area to make it more of a public**

space. They are working with RIPTA to move some of the bus stops as part of the 2020 Transit Plan.

Construction on the Downtown Circulator will hopefully start in Fall 2010, stop for the Winter and resume in May 2011. Completion should be Summer 2011.

The Municipal Administration Building is still being looked at. RFP's were received but a final decision has not been made yet.

### **3. Approval on the minutes of the April 15, 2010 Board meeting**

Director Macliver motioned to approve the minutes from the April 15, 2010 board meeting. Director Placco seconded the motion, and a roll call vote was held as follows:

Director Crenca yes

Director DiBattista yes

Director Doyle-Spacher yes

Director Gagliardi yes

Director Granoff yes

Director LaPidus yes

Director Lappin yes

Director Macliver yes

Director Placco yes

Therefore the motion passed.

### **4. Financial Report**

Steve Gibson presented the financials for April 2010.

**The Statement of Financial Position shows the DID to be in a comfortable cash position with adequate funds to pay monthly expenses and maintain a reserve.**

**The Statement of Operations shows a decrease in revenue due to changes in value on some properties. Overall expenditures are below budget.**

**Director DiBattista motioned to accept the April 2010 financials as presented. Director LaPidus seconded the motion, and a roll call vote was held as follows:**

**Director Crenca yes**

**Director DiBattista yes**

**Director Doyle-Spacher yes**

**Director Gagliardi yes**

**Director Granoff yes**

**Director LaPidus yes**

**Director Lappin yes**

**Director MacIver yes**

**Director Placco yes**

**Therefore the motion passed.**

**The proposed budget for the 2011 fiscal year was presented to the Board.**

**It was decided that there will be no increase in the DID assessment rate, even though revenues will be lower due to loss of income primarily because of the Westin settlement with the City. Even with**

**the lower revenue there will be no changes to the core Clean and Safe programs.**

**Expenses were cut in all categories. The largest saving will be will be in the management category. Due to the progress the DID has made and the proposed agreement with the Providence Foundation, Urban Place Consulting's contract has been reduced in 2011, generating a net savings of approximately \$33,000.**

**After intense discussion the Board was ask for approval to take the proposed budget to a public hearing set for June 17, 2010. Director Macliver motioned to approve. Director Placco seconded the motion and a roll call vote was held as follows:**

**Director Crenca yes**

**Director DiBattista yes**

**Director Doyle-Spatcher yes**

**Director Gagliardi yes**

**Director Granoff yes**

**Director LaPidus yes**

**Director Lappin yes**

**Director Macliver yes**

**Director Placco yes**

**Therefore the motion passed.**

## **5. Economic Development Joint Initiative**

**Work on the Economic Joint Venture Plan is moving forward.**

**Frank LaTorre has been working on the new customer friendly**

parking system. Training was held for 115 parking lot and garage attendants. He will continue working with the owners on this program.

Joelle Kanter has redesigned all the marketing materials and will be distributing a new video that has interviews with four entrepreneurs as to why they decided to locate in Providence.

Rosemarie Durette has been doing research regarding taxes and the City's competitiveness with other cities and towns. Dan Baudouin would like to set up a meeting with the Mayor to discuss tax policy based on some of the research. He asked members of the Board if they would like to join him at this meeting.

Also the City and State have been working to streamline the permitting process. The goal is get approvals issued within 15 days as opposed to in some cases 90 days.

Beginning in the Fall there will be a visiting program in place where business owners contact other owners to discuss the economic environment and to address issues.

## **6. Report for Urban Place Consulting & Director of Public Space**

Frank LaTorre updated the Board on the projects he is working on:

RIDOT has received an acceptable low bid by a qualified contractor.

Currently the low bid is with the state Department of Administration for final review. The construction is scheduled to begin in the Summer of 2010.

On May 8, 2010 the first training session of the parking lot and garage

attendants regarding the customer orientated parking program was held. Block by Block and the PWCVB put together the program and Sean Hawkins from Block by Block did the presentation. Approximately 115 attendants came to the training session.

## **7. Review of the DID 5th Anniversary Celebration.**

The DID 5th anniversary celebration, Celebrate Downtown, has a huge success. Approximately 150 people were in attendance and 9 restaurants participated. Special thanks to Alan Chille, Just Ellen Catering and Sally Turner for pulling it all together. The video was well done and there were many compliments on it. Overall it was a fabulous night.

There was press coverage in three local medias, the Providence Journal, Providence Business News and the newsletter for the City: Providence City News. Also reporting on the event was the newsletter for the International Downtown Association.

Budget wise, due to careful management of spending and sponsorships, the staff was able to come in under budget by almost \$2,000.

## **8. Marketing Report**

On May 8, 2010 the second annual Downtown Living Tour was held. Even with heavy rain the participating properties were happy with the turn out. The shuttle system worked well. Most importantly leases were signed.

The Chamber of Commerce Business Expo was held on May 4th and

**5th. The DID and the Providence Foundation share a table which displayed all new marketing materials.**

**9. Report from Block- By- Block**

**Frank Zammarelli was unable to attend the meeting because the hanging baskets have arrived. Frank and his crew have started putting up the baskets, next will be the planters and open areas.**

**10. Other Business**

**11. Adjournment**

**Director Gagliardi adjourned the meeting at 9:50a.m.**

**Respectfully submitted,**

**Rosemarie Durette**

**Accounting Manager/Office Administrator**